

INSTRUCTOR CHECK-OFF LIST

All students are required to have a DNR Customer # prior to the start of class!!
If they currently do not have a number they can call the **DNR Customer ID Hotline** at **1-888-936-7463 between 7am-10pm**. Student registration cards without a SSN and/or DNR Customer ID # will not be processed and will be returned to the instructor.

PREPARING FOR CLASS

____ Contact fellow instructors to assist you with your class. Be sure that all instructors are current WTA members, and have had a background check if they are going to be alone with students.

____ Contact your local Warden/Wildlife Biologist to come in and give a presentation.

____ Send out class materials to students about two weeks prior to class so they are familiar with the materials when they arrive to class and you can answer any questions they may have. If using the new manuals, you may designate chapter quizzes you want the students to complete in advance. The new manual is available both online (dnr.wi.gov, keyword “trapper ed”) and on a CD to reduce mailing costs. You may also want to send a small welcome letter along regarding any needed information about the class.

____ If using the old manual, you may want to make copies of the test so the student will not have to take it out of the back of their own book. The test or completion of the authentic assessment is a mandatory requirement for the Trapper Ed Program. You may want to mention this in your welcome letter and hint to them that there is an “example test” in the back of their manual and if they can answer all of those questions correctly they should have no problem with the final test (if using the old manual).

____ Save all receipts from your class so you can include them on your expense sheet.

PRIOR TO THE START OF CLASS

____ Collect all Student Registration Cards. Check to be sure all information is filled in completely, accurately, and legibly. **Note: If the student is under 18 a PARENT’S SIGNATURE IS REQUIRED prior to the start of class.** Do not have the student fill in the expiration date.

____ Collect the required class fee of **\$12 per student**. It is recommended that payment be made by cash or if it has to be, a check made out to the lead instructor.

DURING CLASS

____ Include the Cable Restraint Video or an experienced cable restraint trapper to demonstrate proper set up and use, including its legal sizes, rules, regulations, and limitations. The new Trapping Ethics Video has also been distributed to use in class.

____ Get the needed information on your roster from your assistant instructors and DNR personnel involved (name, complete address or DNR office and instructor #). Do not pass the roster around class to register the students’ information. This is to be done by the instructor. **Student information is personal and should not be available for others to view.**

FINISHING UP

____ Give the test or hands-on authentic assessment.

____ Grade all tests, if using the old manuals. The program doesn't want to fail anyone, so if a score is slightly below the 70% requirement, go over the questions marked wrong with the student and work with them to see that they correctly understand the question and answer. Some students may have just misread or have a hard time comprehending the question but correctly know the concept of the situation. Others may have learning disabilities or not be able to read and need the test to be read to them to correctly answer the questions. In other cases the student may just not be ready to be a responsible trapper in which this case they would fail. Please use your honest discretion. The most important thing is we graduate ethical, responsible trappers. If you do not think a student meets this requirement, you can and should fail them.

____ Sign the Student Registration Cards. **Before signing, double-check once again to see that all of their information is complete and legible.**

____ Fill in the **Expiration Date** which is March 31 of the year after the class is held. For instance, if your class is in 2014, the expiration date will be 3/31/2015. For a class in 2015, the expiration date would be 3/31/2016.

____ Present the student with the **Middle Copy** of the triplicate (which states, this is your Trapping License...).

COMPLETING THE PAPERWORK

Expenses and Remittance

____ Postage. This includes not only postage, but copies made, envelopes, folders for students' class materials and money order fees etc.

____ Gasoline. Total miles driven to and from class multiplied by the current mileage rate. The current rate is **\$.485** per mile. **LEAD INSTRUCTOR ONLY!**

____ Miscellaneous. This can include facility rental, snack or meal expenses, rental of video equipment, etc. **The purchase of traps or other supplies to give to students is NOT allowed.** If you provide a meal it must be simple and reasonable (for example-hot dogs, BBQ, sandwiches). **Receipts from fast food chains or restaurants will not be allowed or reimbursed.** If you have any concerns at all, have the students just bring a sack lunch.

____ Please have total remittance in the form of a check or money order only payable to: **WCTEP. Do not send cash.** If you have received cash from any students we recommend that you get a money order otherwise you could use a personal check. You are able to keep up to 50% of the class fees to help cover the cost of class expenses, no questions asked. If your expenses are over 50% you must include all receipts in order to get reimbursed.

***NOTE:** Expenses can be the most confusing to record. Please call the Statewide Coordinator if you have any questions when completing this section.*

____ Return your completed roster, **Top Copy** of all student registration cards, expense receipts if over 50%, and fees within two weeks following class.

If expenses are over 50%, you must turn in at least 50% of the remittance. You will be reimbursed for anything over at a later date.

Instructor Signature

Date